

## **IMPORTANT: PLEASE READ THE RULES FOR THE USE OF PORTERS, CIVIC HOUSE BEFORE BOOKING**

Your cooperation with rules noted below will help maintain and protect the Civic House for future generations. Please ring the **Mayoral Services Officer on 01702 215141** to arrange a mutually convenient time to visit the venue to look at the facilities if desired.

### **General**

1. Porters is a Grade 1 listed building and has limitations in respect of facilities for senior citizens and people with disabilities. Cloakrooms are only accessible by stairs. Flooring throughout the Civic House is uneven and doorway thresholds are quite high.
2. No signs or banners may be adhered to any walls or furniture within the Civic House or on the perimeter walls of the grounds.
3. Booking requests which include dancing, loud music, or table sales will not be permitted. You are only allowed to hold a raffle or tombola (or similar) in the Civic House or Garden.
4. Events of a political or religious nature are not permitted.
5. Events are limited to use of the rooms on the ground floor of the Civic House.

### **Booking arrangements**

6. Hiring times: the Civic House is booked in 4 hour increments and fees are charged based on this period. Additional charges will apply to any events that exceed the initial 4 hour booking. Booking length must include set up time and clean up time. Set up may be maximum 1.5 hours before your guests arrive, but no earlier than 8.30am. Evening functions must end by 10.00pm, including clean up time by your caterer. The premises must be vacated by no later than 10.15pm.
7. Catering must be arranged directly with approved caterers. Your caterer will need staff to serve and wash up as we cannot provide this facility. Glasses must be put back in the correct size boxes, crockery stored neatly and cutlery sorted and stored correctly.
8. Furniture will be arranged as requested on the booking form. Other furnishings within the Civic House may not be moved between rooms.

### **Safety**

9. For safety reasons, the number given for people attending should include catering staff plus the Mayor, Mayoress and Macebearer and staff. The maximum number of 60 people allowed in the House must be adhered to under fire regulations.
10. Organisations using Porters must nominate somebody to attend to the main entrance to the Civic House to ensure only their guests are entering the building. Events should be ticketed and/or the organiser should have a list of expected guests. The Civic House is not open to the public and capacity numbers must be strictly adhered to for safety reasons.
11. Due to the uneven flooring and damage caused to the ancient floorboards, ladies are requested not to wear stiletto heels and your guests should be advised accordingly.

### **Garden and grounds**

12. There are car parking spaces for 12 vehicles in the grounds and we ask that cars be parked neatly leaving access for emergency vehicles. The yellow box outside the kitchen door must be kept clear as a fire exit. On-street parking is available in Tyrrel Drive and we ask that every consideration be given to people living in adjacent properties.
13. Furniture and the keyboard may not be removed from the Civic House and taken into the Garden. In summer months, garden furniture will be available for use.
14. There is a pond at the bottom of the garden and your guests should be advised accordingly. Any children at the Civic House must be accompanied by a responsible adult at all times.

# Engagement Request at Porters Civic House

This form must be completed and returned at least 2 weeks prior to your event date.  
The Mayoral Services Officer will inform you whether this request is approved.  
Once approved, bookings at Porters are not confirmed until full payment is received.

## 1. CONTACT & EVENT DETAILS

**Please note:** Porters is a Grade 1 listed building and has limitations in respect of facilities for senior citizens and people with disabilities. It is not open to the general public and organisations must book in advance. Arrangements can be made for a preliminary inspection of the premises and may be arranged by contacting the Mayoral Services Officer whose details are at the end of this form.

\*Delete as applicable

Contact Details of Organiser:	
<b>Organisation Name:</b> (Including Registered Charity number, if applicable)	
<b>Contact Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	
Event Details:	
<b>Event Title:</b>	
<b>Type of Event:</b> (e.g. AGM, tour, talk, social)	
<b>Day and Date of Event:</b>	
Start and End Times of Event (included within your 4 hour booking):	
<b>Start:</b>	
<b>End:</b>	
<b>Number of Guests Expected:</b> (Guest numbers <i>must include the Mayor and Mayoress, all staff and caterers working</i> . Maximum <b>60</b> people in the Civic House.)	
<b>Is this a Ticketed Event?:</b>	<b>*Yes / No    Price per Ticket - £ _____</b>

## 2. CATERING

**Please note:** Catering must be arranged directly with approved caterers. Your caterer will need staff to serve, clear up and wash up as we cannot provide this facility. This also applies to groups or organisations that are self-catering (please list personnel for these duties below). Glasses must be put back in the correct size boxes, crockery stored neatly and cutlery sorted and stored correctly. (This is not the responsibility of the Macebearer or staff on duty at Porters).

**The Macebearer and Porters staff are on duty to attend to the Mayor, to ensure the safety of the guests, to ensure the security of the Civic House and to conduct arranged Tours only.**

\*Delete as applicable

<b>Name of Caterer:</b>	
<b>Telephone Number of Caterer:</b>	
<b>Does your caterer have public liability insurance?:</b>	<b>*Yes / No</b>
<b>Does your caterer have a hygiene certificate?:</b>	<b>*Yes / No</b>
<b>Time Kitchen Required?:</b>	<b>Please note:</b> (Maximum 1.5 hours before your guests arrive, but no earlier than 8.30am. All guests and caterers must vacate the premises by 10.00pm. Set up and clean up time is included in your 4 hour booking.)
<b>From:</b> (am/pm)	
<b>To:</b> (am/pm)	
<b>Event Kitchen Staff:</b>  <b>ALL organisations/groups that require use of the Kitchen for self-catering must provide designated personnel to set up and clean up at their function. Please list the names of those who will be responsible for this at your event.</b>	
<b>Catering Type:</b> (please select as appropriate)  <b>Please Note:</b> <b>BBQ's Are Not Permitted</b>	<b>*Sit Down Meal / Buffet Meal</b>  <b>*Hot / Cold</b>  <b>*Nibbles Only</b>  <b>*Other:</b> (please specify)

<b>Dining Room Set-up Required:</b> (please select as appropriate)	<p><b>*Theatre Style Seating</b> (Maximum 50)</p> <p><b>*Sit Down Meal</b> (Maximum 32)</p> <p><b>*Buffet Table</b> (With 35 chairs around the edge of the room)</p> <p><b>*Other</b> (Please specify and we will try to accommodate)</p>
---	---

### 3. ITEMS AVAILABLE FOR CATERERS' USE AT PORTERS CIVIC HOUSE

\*Delete / indicate quantity as applicable

<p><b>We <u>DO NOT</u> supply these items:</b></p> <p>Tea towels, kitchen roll</p> <p>Table napkins/serviettes</p> <p>Carving knives/cake slices, etc</p> <p>Baking tins, saucepans, etc</p> <p>Scissors, corkscrew</p> <p>Cooking utensils, serving trays</p> <p>Coffee, tea, sugar, milk, etc.</p> <p>Cling film, disposable containers</p>	<p><b>We <u>DO</u> supply:</b></p> <p>Table cloths for buffet/dining table</p> <p>Wine glasses:      *(indicate quantity needed)_____</p> <p>Soft Drink Glasses: *(indicate quantity needed)_____</p> <p><b>Crockery:</b></p> <p>Dinner Plates:      *(indicate quantity needed)_____</p> <p>Side Plates:        *(indicate quantity needed)_____</p> <p>Dessert bowls:     *(indicate quantity needed)_____</p> <p>Cups &amp; saucers:    *(indicate quantity needed)_____</p> <p>Sets of cutlery:     *(indicate quantity needed)_____</p> <p>(knife, fork, spoon)</p>
---	--

### 4. ENTERTAINMENT

\*Delete as applicable

<p><b>Keyboard Required?</b>          (Please note: the keyboard is only available inside the House on the ground floor, not in the Garden).</p>	<p><b>*Yes / No</b></p>
--	-------------------------

<p><b>Other Entertainment:</b></p> <p>(Please note: We do not supply sound equipment or PA System)</p>	<p><b>*Music (String Quartet / CD's, etc)</b></p> <p><b>*Raffle / Tombola</b></p> <p><b>*Other (Please specify)</b></p>
<p><b>Guided Tour of Civic House:</b></p>	<p>Tours must be pre-arranged and cannot be conducted for more than 30 people. Each tour takes approximately 45 minutes.  <b>Fees apply to bookings made for the sole purpose of touring the Civic House.</b></p> <p>Please indicate if you would like to arrange a tour during your function:</p> <p><b>*Yes / No</b></p>

## 5. REQUEST ATTENDANCE OF THE WORSHIPFUL THE MAYOR OF SOUTHEND-ON-SEA

**Please note:** The following information will be required before the Mayor's attendance can be confirmed at any event. For functions at Porters, the Mayor and Mayoress will arrive early in order to greet guests to their "home".

\*Delete as applicable

<b>Is the Mayor invited to attend?:</b>	<b>*Yes / No</b>
<b>Is the Mayor's Escort invited to attend?:</b>	<b>*Yes / No</b>
<b>Who is presiding and will greet the Mayor?:</b>	
<b>Time the Mayor should arrive at the function: (am/pm)</b>	
<b>Dress for the function:</b>	<p><b>*Formal</b> (Black Tie)</p> <p><b>*Informal</b> (Lounge Suit)</p> <p><b>*Other</b> (Please specify)</p>

## 6. NOTES ON PROTOCOL

**Mayoral procedure:** The Local Government Act 1992 Section 22(iv) provides that the Chairman (Mayor), “shall have precedence in all places in the Borough.” Accordingly, the Mayor should sit on the immediate right of the Chairman, with the Mayoress immediately on the left of the Chair. However on less formal occasions it is acceptable for the Mayoress to sit next to the Mayor.

Correct Manner of Address:	
The correct title of the Mayor for announcing:	“ <b>The Worshipful the Mayor of Southend-on-Sea</b> ”.
The Mayor:	“ <b>Mr Mayor</b> ” or “ <b>Madam Mayor</b> ” (“Mayor” is correct regardless of gender.)
The Mayoress:	“Madam Mayoress” (not “The Lady Mayoress”)
Mayor’s Consort / Escort:	“Mr Consort”, “Mr Escort” or “Mr (surname)”
The Deputy Mayor:	“Mr Deputy Mayor” or “Madam Deputy Mayor”
The Deputy Mayoress:	“Madam Deputy Mayoress”
Deputy Mayor’s Consort/Escort:	“Mr (surname)” or “Mrs (surname)”

## 7. FEES FOR THE USE OF PORTERS, CIVIC HOUSE

This completed form is required for all provisional bookings. Upon approval, full payment is required to confirm the booking of the Civic House, Porters. Fees are subject to change until booking is confirmed.

### PLEASE COMPLETE AND RETURN THIS FORM AT LEAST 2 WEEKS PRIOR TO EVENT

Please sign and date this form where noted below. Terms and Conditions for the use of Porters, Civic House are provided under separate cover. If you are returning this form electronically, this is effectively your electronic signature. Please retain a copy of this form for your records.

\_\_\_\_\_

Print Name and date

\_\_\_\_\_

Signature

**Please return this form by email to [adamtregoning@southend.gov.uk](mailto:adamtregoning@southend.gov.uk) or by post to:**

Mayoral Services Officer  
Southend Borough Council  
Civic Centre  
Victoria Avenue  
Southend-on-Sea  
SS2 6ER

**Telephone: 01702 215141**

#### Office use only:

Date booking request received: .....  
Date deposit received: .....  
Amount of deposit: .....  
Balance due: .....  
Date balance received: .....